

Non-Executive Director

Candidate pack

*Transforming
lives*

Physical
health

Healthcare

Secondary
care

*through
innovation*

Mental
health

Social care

Primary &
community care



Kent Surrey Sussex Academic Health Science Network

Kent Surrey Sussex AHSN Non-Executive Director

Candidate Pack – January 2022

Summary

We are currently recruiting for **two Non-Executive Directors** to join our Board. These are remunerated roles with a time commitment of approximately 2 days per month. We aim to appoint to both roles by March 2022, which will ensure continuity of our Board governance.

Kent Surrey Sussex AHSN ([KSS AHSN](#)) is one of [15 AHSNs](#) set up by [NHS England](#) in 2013 and relicensed from April 2018 to operate as the key innovation arm of the NHS.

Our work is all about “transforming lives through innovation”. We aim to improve the health and wellbeing of all citizens within our communities and contribute to a vibrant local economy.

Covering an area with a population of 4.8 million people, and a health and social care workforce of over 200,000 people, we seek to understand the needs of our health system and be well placed to broker innovative solutions. We develop projects, programmes and initiatives that reflect the diversity of our region and healthcare challenges.

We want to attract candidates who can provide assurance and oversight of the work we do within Kent, Surrey and Sussex, as well as ensure that all parts of our diverse community are heard and represented in supporting the plans of our strategic partnerships.

About you

You will need to be passionate, possess the ability to be a strategic board level leader and be a strong team player.

It is critical that our candidates will have strong connections with one or more of our ICS partnerships or have strong academic or commercial alliances across the broader health sector. Digital systems experience would also be attractive.

You will have a background in, or experience of;

- working at, or close to, Board level
- commerciality and business development; in the context of building dynamic alliances within industry and not from an aspect of monetisation
- partnership building and social entrepreneurship
- operational delivery.

Kent Surrey Sussex Academic Health Science Network

We are also keen to hear from those who can bring disruptive innovation approaches, from a non-health background, which will contribute to new and different ways of thinking.

As full voting member of the Board of Directors at KSS AHSN, you will combine your Non-Executive Director responsibilities to ensure effective governance with securing a long-term vision and strategy for KSS AHSN.

Along with our other Non-Executive Directors, you will work closely with the Chair to provide the necessary support, guidance and challenge to the KSS AHSN Executive Management Group.

You must demonstrate a commitment to maintaining a healthy organisational culture and environment built on [KSS AHSN's values and behaviours](#) of striving for excellence; acting with integrity; valuing people and working collaboratively to promote system-level leadership.

We value and promote diversity and strongly encourage applications from people across groups that are underrepresented in our decision making, including those from ethnic minority groups and those with disabilities. We believe that the best leadership teams are those that reflect and are rooted in the communities they serve. To support that, our recruitment processes are inclusive and seek to ensure that appointments are made after a fair and open process so that the best people, from the widest possible pool of diverse candidates, are appointed. Most importantly, we recognise that skills and experience can be lived as well as learnt.



Kent Surrey Sussex Academic Health Science Network

Our organisation

[Kent Surrey Sussex AHSN Limited](#) (KSS AHSN) is one of fifteen Academic Health Science Networks, that has secured funding from NHS England each year since 2013. It is a social enterprise: a purpose-led not-for-profit company. All its surpluses are reinvested into creating a sustainable healthcare innovation network and delivering on its vision.

KSS AHSN works with industry, higher education, health and care organisations across Kent, Surrey and Sussex to achieve the following goals:

KSS AHSN is also part of the national [AHSN Network](#). This links us into a unique collaboration of expertise and experience. The AHSN Network shares learning, pools intelligence and offers access to a pipeline of emerging and proven solutions from around the country.

Supporting our ICSs

KSS AHSN's work focuses on supporting our region's Integrated Care Systems (ICSs), and delivery of the [NHS Long Term Plan \(LTP\)](#).

Our core functions of innovation and improvement underpin the impact we make for our stakeholders including ICSs, [NHS England and NHS Improvement](#), and [the Office for Life Sciences](#).

Health and Care Partnerships (ICSs) that we work with include:

- [Frimley Health and Care](#)
- [Kent and Medway](#)
- [Surrey Heartlands](#)
- [Sussex](#).

Our services include our experience, expertise and strategic advice in areas such as innovation scouting, joint bidding and project management, clinical advice and leadership, and analysis and evaluation support.

We also link in with Clinical and Professional Boards to address unmet health and wellbeing needs by matching these to proven solutions.

In 2019, we were thrilled to be part of the successful bid for Kent, Surrey and Sussex Applied Research Collaboration (ARCKSS). With £9m of funding awarded by the National Institute for Health Research, and a further £5m investment from local NHS trusts, local authorities and universities, the collaboration will ensure the learning from research is used more quickly and systematically to improve patient care. Des Holden, our Managing Director, is Implementation Lead for the ARCKSS.

Kent Surrey Sussex Academic Health Science Network

Kent, Surrey and Sussex also work with seven universities and more than 700 health and social care SMEs. The AHSN's success in achieving its objectives is underpinned by its extensive connectivity into all these stakeholders, its emphasis on building enduring partnerships, and its close relationships with staff who work directly with the public.

You can read the [KSS AHSN 2020-21 Annual Review](#), including detailed case studies of our work.



Finances

KSS AHSN was established in 2013 with income from NHS England and a five-year contract to deliver innovation and improvement work in Kent, Surrey and Sussex. Since then it has diversified its income to include NHS Improvement funding for patient safety work and money from the Office for Life Sciences to support the spread and adoption of innovation. It also leverages investment by brokering regional funding bids and has contracts with other organisations to deliver work on their behalf, using its unique mix of skills and experience. By turnover, it has been the fastest growing of the 15 AHSNs. It has an external audit report citing few significant audit concerns.

NHS England approved a new five-year contract for all AHSNs in Spring 2018, guaranteeing the organisation's ongoing viability until 31 March 2023. We are currently working towards our third five-year relicensing period, which will be a fundamental focus for our Board, throughout 2022.

Kent Surrey Sussex Academic Health Science Network

A copy of the company's March 2021 accounts can be provided, upon request. In 2022/23 the AHSN's income is expected to be around £6 million.

Workforce

Although KSS AHSN now prefers to appoint staff on its own terms and conditions, it was not always an employer organisation and it also needs some workforce flexibility to accommodate the start and end of its contracted project work. As such, KSS AHSN's workforce composition is relatively complex. It consists of:

- 43 directly employed staff on KSS AHSN Terms and Conditions (KSS AHSN became a direct employer in 2014);
- Four NHS members of staff employed by Royal Surrey NHS Foundation Trust (RS).

Governance

KSS AHSN is governed by a Board of Directors and owned by its members. The Chairman of the Board reports to the membership at an Annual General Meeting. A supporting document about Governance, including detailed organisation charts, can be shared with shortlisted candidates.

Terms of appointment

Remuneration

- The remuneration for this appointment will be £9,000 pa, paid monthly in arrears.
- The remuneration is taxable, subject to National Insurance contributions and is not pensionable
- All Non-Executive Directors are eligible to claim allowances for travel and subsistence costs necessarily incurred on AHSN business.

Time commitment

- The time commitment will be 2 days per month (on average). This may be during the working day and/or in the evening.
- All members of the Board of Directors are required to attend the bi-monthly meetings of the Board. Board meetings normally take place on Wednesday afternoons between 12-3 pm. A list of the pre-set dates of the Board meetings will be provided to the successful appointee.

Kent Surrey Sussex Academic Health Science Network

Location

- The organisation's entire workforce is currently working from home, in light of Covid-19 'Plan B' Government guidelines. The AHSNs principal place of business is at The Beehive, Crawley, Gatwick. Furthermore, other normal places of work include our satellite offices in Guildford and Brighton. Currently, Board meetings are taking place, via video conferencing, but in the future are expected to take place regularly in Crawley, although they can be held at a variety of locations around the Kent Surrey Sussex area.
- It is expected that the Non-Executive Directors, along with the Chair will work flexibly and there is likely to be an amount of travel around the AHSN geographical area and beyond from time to time. This is subject to Government guidelines issued around Covid-19.

Appointment and tenure of office

- Non-Executive Director appointments are subject to receiving satisfactory references.
- Non-Executive Directors are appointed on a renewable two-year term basis, subject to satisfactory appraisal.
- These are quasi-public appointments and are not subject to the provisions of employment law. Non-Executive Directors are appointees not employees.
- To ensure that public service values are maintained at the heart of the NHS, all directors are required, on appointment, to agree to and abide by the NHS code of conduct for senior managers and the Nolan principles.

Duties and Responsibilities of the Role(s)

As a Non-Executive Director (NED), you must be eligible to take on the duties and responsibilities of a limited company Non-Executive Director and you will:

- contribute to the development of KSS AHSN's strategic objectives, ensuring that they are appropriately reflected in its plans, and assist in monitoring progress towards meeting these objectives
- contribute to the governance of KSS AHSN ensuring that the Executive Management Group is held to account for the performance of the organisation and help ensure that KSS AHSN meets the highest possible standards in its conduct
- provide counsel, advice, guidance and support to the Executive Management Group, playing the role of 'critical friend' where necessary. Draw to the attention of the Chair any matters that may adversely affect KSS AHSN's reputation
- with other members of the Board, ensure the establishment and maintenance of good working relationships with KSS AHSN's key stakeholders and, when required, act as an ambassador for KSS AHSN to its stakeholders

Kent Surrey Sussex Academic Health Science Network

- when required, act as a member of one or more of the Board's sub-committees (Audit, Remuneration) and, as required, take part in the appointment of the Chief Executive and other Directors.

Person Specification

You will want to use your energy, skills and experience to help provide assurance and oversight of the broad health and care system we support within Kent, Surrey and Sussex (KSS), as well as ensure that all parts of our diverse community are heard and represented in supporting the plans of our strategic partnerships.

In terms of professional background, you will have a track record of achievement in one or more of the following areas

- Partnership building and social entrepreneurship
- Quality improvement and its application within a high-risk environment
- Deep understanding of commerce, financial management and digital/technology and how to harness it to drive transformational change
- OD or cultural change management.
- Equality, diversity and inclusivity.

Beyond this, you must be able to demonstrate that you have:

- The ability to work effectively in a leadership role with a range of internal and external stakeholders, using strong people management and communication skills to secure the best outcomes for the strategic partnerships and the communities we serve.
- The ability to provide strong challenge and be demanding on pace and sustainability in holding executives to account.
- Proven governance, organisational and financial skills, including those relating to strategic planning, risk management and organisation-wide performance management.
- A commitment to equality, diversity and inclusion. Similarly, we strongly encourage applications from those with ethnic minority backgrounds and people with disabilities.

How to Apply

KSS AHSN invite applications to be made, via their recruitment platform, Applied. A link to the platform can be found in the corresponding recruitment page at [KSS AHSNs careers/vacancies](#) web page.

Here you will answer some initial eligibility and work-based sample questions, which will relate to your skills and experience. After the recruitment closes, your answers will go through our sift process: all answers will be anonymised, randomised and then reviewed by a panel of reviewers. You will also be required to upload a copy of your CV, which will only be made available to our reviewers following the initial sift process.

If you are shortlisted, we'll invite you to the next step of the process, which is outlined below.

The closing date for receipt of applications is; **Tuesday, 1st February 2022.**

Selection / Appointment Process and Timetable

The selection and appointment process will be structured as follows:

1. We aim to contact shortlisted candidates by **Tues 8th February 2022.**
2. At the specific request of shortlisted candidates, an opportunity can be provided for an informal discussion with either KSS AHSN's Chairman, David Clayton-Smith and/or the Managing Director, Des Holden, to discuss the role, informally. Candidates can make such a request by contacting KSS AHSN's Corporate (HR) Manager, Lisa Regan, at; kssahsn.recruitment@nhs.net who will make the necessary arrangements, as required.

Shortlisted candidates will be invited to participate in an initial stakeholder group discussion where they will be asked to make an initial 5-minute presentation (topic to be confirmed). This will be followed by a Q&A session with the stakeholder group, which will be led by one of our Non-Executive Directors. This part of the selection process is expected to take place between **Mon 14th February and Frid 18th February 2022.**

3. Shortlisted candidates will also be invited to the final assessment / interview stage with KSS AHSN on either **Mon 21st February, Tues 22nd February and Weds 2nd March 2022.** The recruitment panel will consist of; KSS AHSN's Chairman, David Clayton-Smith, Senior Independent Director, Anna van der Gaag and a third independent member of the panel (yet to be confirmed).
4. Appointment decisions are expected to be made by **Frid 4th March 2022** and both NED role offers will be subject to receipt of satisfactory references. We anticipate that our successful candidates will be in post, on or before the **end of March 2022.**

Kent Surrey Sussex Academic Health Science Network

Equality and Diversity

KSS AHSN is committed to broadening diversity within our workforce.

We are an equal opportunities employer and ensures that all new, existing and prospective employees are treated fairly through the principles of equal treatment and promotion of diversity.

This includes:

- ensuring that all individuals who come into contact with KSS AHSN, whether as employees, stakeholders or in any other capacity, are treated with dignity and respect;
- ensuring that the opportunities KSS AHSN provides for learning, personal development and employment are made available on a non-discriminatory basis; and
- providing a safe, supportive and welcoming environment for employees, stakeholders, visitors and others.

Along with all 15 AHSNs in the AHSN Network, we are committed to a [series of pledges](#) to further support the diversity and innovation agenda.

Values and Behaviours

The AHSN has developed a clear vision for the direction of the company, in addition to an important set of [values and behaviours](#) created in consultation with the entire workforce.

Applicants and employees are expected to demonstrate an understanding of, and commitment to these values and behaviours, which are assessed through recruitment, selection and appraisal processes.

